



# Public Schools of the Tarrytowns

## Emergency Remote Instruction

### Overview

The District may offer eLearning days to students in the event-of-an-emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

When making decisions about remote instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. The District will ensure it complies with applicable teaching and learning requirements when implementing remote instruction.

### Definitions

- A. "Asynchronous instruction" means instruction where students engage in learning without a teacher's direct presence (remote or in-person).
- B. "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where student-to-teacher interactions occur via telephone or other audio platforms.
- C. "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
  - 1. Remote instruction will encompass synchronous instruction provided through digital video- based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
  - 2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- D. "Synchronous instruction" means instruction where students learn in a teacher's direct presence (remote or in-person) in real-time.

## **Formats and Methods of Remote Instruction**

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will consider various factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and the technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners. Each school's Building-level Emergency Response Plan will contain this confidential information in its specific Continuity of Instruction Plan (COIP) section.

## **Instructional Options**

The District may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions, expecting that asynchronous instruction is supplementary to synchronous instruction. When remote instruction by digital technology is unavailable, appropriate special accommodations for students will be made to aid their learning, including, but not limited to:

- Copies/booklets of instructional materials available for pick up
- Copies/booklets of instructional materials available for home-delivery distribution
- Outdoor instruction (weather permissible)

## **Computer and Connectivity Access for Students**

The District will ensure that students have the necessary equipment at home to participate in eLearning<sup>1</sup>. No later than June 30th of each school year, the Superintendent will report to the Commissioner of Education the survey results on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner<sup>2</sup>. The information received from the survey will aid in the development/updates to the detailed Continuity of Instruction Plan in each school's Building-level Emergency Response Plan.

## **Minimum Instructional Hours**

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and

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<sup>1</sup> 155.17(xxi)(a) ensure computing devices will be made available to students

<sup>2</sup> 155.17(f)(2) Beginning in the 2022-2023 school year, each chief executive officer shall report to the Commissioner, no later than June 30 of each school year, on a form and format prescribed by the Commissioner, the results of the survey on student access to computing devices and access to internet connectivity

indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

### **Remote Instruction Support**

As necessary, the District will provide instruction on using remote instruction technology, and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators receive professional development opportunities for designing an effective remote instruction experience.

### **Compliance with District Policies, Procedures, and the Code of Conduct**

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the Code of Conduct at all times while engaged in remote instruction. Violations of the Code of Conduct and/or engaging in prohibited conduct may result in disciplinary action as warranted.

### **Privacy and Security of Student and Teacher Data**

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.